

8 May 1957

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MEMORANDUM FOR: Chief, Document Division, OCR.

SUBJECT: CSLT and CS Reports.

DDP came over 17 May to discuss problem. Samples mailed to her. She will see what can be done with the offending Division.
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File Proc. Branch

1. An undue amount of time is being devoted to verifying enclosures to CSLT reports and to CS Reports prior to processing by Processing Branch. Listed below are some of the problems encountered.

a. CSLT Reports

(1) Incorrect listing of number of enclosures and number of pages of enclosures. Report may state more or less than those actually received. We actually count the number of enclosures and number of pages listed and change the "Processing Copy." This is a precautionary measure; if Library receives a request for an enclosure and requestor receives less number of enclosures or less number of pages than shown in the covering report, Processing Branch could easily be charged with losing certain portions, or Library could be accused of not fully completing a request. Since a copy of the covering report is also furnished with copy of enclosure, notation made by Processing Branch clearly indicates what has actually been received.

(2) Enclosures listed but not received, or some of those listed ~~not~~ not received. Have given instructions to return all such reports to FI. Personnel is not available to call FI about these items and then maintain check until enclosure is received; with working space at a premium and the volume of material being processed, any holding

is precarious, in that the item may be overlooked for some time.

(3) Error in statement of availability of enclosure.

Report may state photograph of enclosure is available in Graphics Register; examination of enclosure discloses that it is a photostat or photocopy of a document. GR is not interested in this type. Or report may state a map is available in Graphics Register; normally CIA Map Library is responsible for maps. Sketches - perhaps a border line case; do not believe Graphics Register is interested in these and have had Map Library return sketches which were enclosures to OOB's. Believe if FI desires to state where an enclosure is available they should become acquainted with types of material to be deposited in such repositories. Statement that an enclosure is a photograph when it is actually a photostat or "photocopy" is somewhat confusing; the first reaction is that it should be available in Graphics Register.

(4) Different numbers on report and on enclosure. Often enclosure is in a foreign language; clerk endeavoring to determine whether enclosure is the correct one cannot read the foreign language.

(5) Splitting up of distribution of attachments.. Part of attachment available in Graphics Register, part available in CIA Library, etc. Report may indicate distribution of both to a CIA office or outside agency. Photographs and documentary material of enclosure may be received in the envelope. So that they can be sent in two different directions, it has been necessary to separate them and prepare a new envelope for each.

(6) Undeveloped film enclosure. This requires holding

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out the covering report and having film developed. Sending such film is dangerous; it might inadvertently be exposed and then be useless. The other alternative would be to return to FI for developing.

b. CS Reports. A flood of CS Reports have been received recently which consist entirely of correcting numbers of previously issued reports. A long standing practice has been to look up distribution of the previous report and furnish that information to disseminators. Dissemination of these reports probably could be made on the basis of information contained in the heading, but there would be no assurance ~~they would be no assurance~~ they would be distributed to those offices to which original dissemination was made on content of the body of the report. The question arises as to what use is made of them by receiving offices. Under the common numbering system, am concerned as to the effect on the Library; they are microfilmed under the new control number and a new aperture card prepared - probably the ~~twain~~ never shall meet. Before CNS (common numbering system) the same control number was assigned to the correction as was assigned the original report, then both ~~fell~~ together in aperture or film file. Perhaps such corrections should be filmed, in future, under control number of the original report. This would require batch clerk to write in such control number.

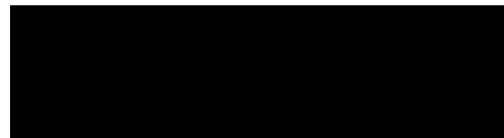
2. Problems do not cover all those presented. The endeavor has been to have them processed as correctly as possible so that they may be properly available in the future. These practices were initiated

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when questions were being received and so many discrepancies were found that an overall examination has been followed. One clerk spends practically full time on these reports, which naturally detracts from Branch ability to process and distribute other CIA reports without delay.

3. Attached are samples of problems listed above. These are indicative only and do not include complete sampling.



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Chief, Processing Branch, DD.